

**EXHIBIT A1 – TRANSITION PLAN  
TRANSIT OPERATIONS**

**22-542**

Efforts to transition and assume operations of existing Lake County LakeXpress and Lake County Connection services shall begin promptly following the Notice to Proceed (NTP). Efforts associated with transition tasks prior to taking over the service will be billed monthly based on the approved startup costs.

1. Transition Management Plan (TMP)
  - 1.1. Contractor shall submit to the County, a TMP which will include, at a minimum, a detailed schedule of start-up activities with a timeline for the implementation of all transition activities.
  - 1.2. TMP must be approved by the County prior to beginning the transition process.
  - 1.3. The Incumbent Contractor (Incumbent) must cooperatively participate in the transition of this service to the Contractor when applicable.
2. Smooth Transition
  - 2.1. A transition period is defined as the 60-day period prior to the existing contract expiration date (September 30, 2022).
  - 2.2. County staff and the Incumbent shall participate in the smooth transition of maintenance to Contractor in such a manner as to ensure the transition results in minimum service disruption.
  - 2.3. The County will conduct meetings with the Incumbent discussing specific operations, records, and vehicle transition events and the time frame in which they must occur.
    - 2.3.1. The Incumbent and County will have pertinent records accessible to the Contractor within two (2) business days of the request.
  - 2.4. No less than sixty (60) days prior to a transition, the following participation is necessary:
    - 2.4.1. Meetings
    - 2.4.2. Transfer of records
    - 2.4.3. Access to property
    - 2.4.4. Access to vehicles
    - 2.4.5. Access to databases and systems
  - 2.5. Transition process shall be granted during normal hours of operation with a reasonable amount of notice coordinated with the County and the Incumbent.
  - 2.6. Vehicle history maintenance records inspection and fleet service operation inspections and administrative office inspections can be scheduled by contacting:

2.6.1. Incumbent Operations Contractor, Rickey Mack, General Manager, RATP Dev. (352)-508-1268

2.6.2. Transit Administrative Offices- Jill Brown, Transit Director, Lake County (352)-901-0606

3. Training Program

The Contractor shall assure that all existing vehicle operators who remain in service under this Contract have at least 8 hours of training, which shall include refresher courses on safety, defensive driving, customer service, and fare policy. Such refresher training shall be scheduled to accommodate the work schedule of the existing employees. Training of employees who have had an accident within the last 12 months shall be completed no later than 30 calendar days after the Commencement Date. All other employees shall be trained in accordance with the Contractor's Training Program, including refresher courses identified in that Program or otherwise deemed to be reasonably necessary by the Contractor, within 90 calendar days after the commencement of Revenue Service.

4. Vehicles and Equipment

4.1. During the transition and start-up period, Contractor shall participate with the County in an acceptance inspection of all Revenue Vehicles, Non- Revenue Vehicles, and Equipment (including farebox and related fare collection Equipment) for purposes of establishing the overall condition of the Vehicles and Equipment as of the time Contractor commences work under this Agreement. Beginning on the Commencement Date, Contractor shall assume responsibility for maintenance and repair of all such Revenue Vehicles, Non-Revenue Vehicles, and Equipment in accordance with this Contract.

4.2. The inspection shall be performed by an independent third party, selected by the County who is experienced in transit operations and maintenance and Vehicle and Equipment inspections.

4.2.1. Contractor shall designate an individual, with decision making authority, to be the Contractor's representative in the Vehicle and Equipment inspection.

4.2.2. The purpose of the inspections is to establish the current condition of the Vehicle fleet and the Equipment and to determine the specific repairs and maintenance needing to be performed to assure that all Vehicles and Equipment are in a safe and sound mechanical condition, properly serviced, and in good repair, normal wear and tear excluded.

4.3. The cost of all repairs and additional maintenance to the Vehicles and Equipment determined to be necessary to meet the standards referenced in shall be the responsibility of the County (either directly or through reimbursement from the Incumbent). If repairs have not been completed by the Commencement Date, the County may direct the Contractor to complete the repairs or may elect to have such repairs performed by a third party or by the Incumbent. If the County directs the Contractor to complete the repairs, the County will compensate the Contractor for the cost of any new or replacement parts or components needed to make the

repair (at cost, with no mark-up) and for the reasonable labor costs of work required to complete the repair. Such costs will be separately invoiced by the Contractor and paid by the County.

5. Facility

During the transition and start-up period, the Contractor shall participate with the County in an inspection of the Facility to be used by the Contractor in providing services under this Contract, including the office furniture at the Facility.

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